

**MINUTES OF THE GENERAL MEETING
OF THE BIGFORK COUNTY
WATER AND SEWER DISTRICT**

The general meeting of the Bigfork County Water and Sewer District was held on August 12, 2015 at the District office.

ATTENDANCE

Directors: Gene Helberg, Bob Keenan, Bob Hand and Seth Price
District Employees: Julie Spencer, Andy Loudermilk and Vickie Hemphill
Engineering: Jeff Cicon from Morrison Maierle
Other Attendee(s): Tom Cahill

President Langlois resigned from the Board effective July 27, 2015. Bob Hand agreed to chair the meeting. Hand opened the Aug meeting at 7:00 p.m. The minutes of the July Board Meeting were reviewed for approval. Keenan made a motion to approve, Helberg seconded and it was unanimously

RESOLVED that the minutes for the July 2015 Board Meeting be approved as written.

PUBLIC COMMENT No public comment at this meeting

MANAGERS AND OPERATORS REPORTS

Julie presented the Directors Report, explaining the water loss and billing figures. Pumping figures are at the second highest month on record and there are now 1260 accounts. Vickie explained the June adjustments and past dues. Julie reviewed the financial reports in more detail for the new board members. The loan forgiveness, which essentially turns loaned funds into grant funds, brought the Ramsfield project loan down to \$630,000. Budget figures should be at 9% and numbers were reviewed, although budget numbers are still preliminary. Three checks were written between meetings; to USPS to mail the bills, to State Fund for Worker's Comp Insurance and to John Inabnit for his final mileage reimbursement. Claims submitted to the directors for approval included payments for phones and utilities, lab supplies and expense, metering equipment, DOT inspection of the semi, UV system parts for the MRB plant, office supplies, fuel, uniforms, meter pit installations, SCADA upgrades and trouble-shooting and an HR seminar for Andy and Vickie.

Andy's report was reviewed. He explained the issues with sludge storage. A blower was lost in the auxiliary sludge storage and at a minimum the bad blower needs to be replaced for redundancy, but the other one is 30 years old so it should be replaced as well. Ovivo quoted a price for a replacement blower.

Andy stated that it was time to start developing a plan for on-site sludge storage in the future. He outlined the current capacity, condition of the upper storage facility and possibilities to increase storage. The upper storage facility is at least 50 years old and the building and tank are badly deteriorated. At the very least it will need to be relined to prevent failure. Other storage possibilities were discussed as well. The old plant has some empty basins that have piping in place, but would need blowers and diffusers/ digester to make it functional. Another option would be to change the sludge digestion process to an ATAD system that creates a lower volume of higher grade sludge and do away with the upper storage. This was one of the possible phases of the wastewater treatment plant upgrade. There were questions about whether it would still be injectable at the farm. Cicon said he'd research the cost and get back to Andy. Helberg made a motion to buy one blower for now, Keenan seconded and it was unanimously

RESOLVED that Andy purchase one blower.

Hand called for a motion to approve the Managers' and Operators' reports, payables and other disbursements. Keenan made a motion, Helberg seconded, and it was unanimously

RESOLVED that the Managers' and Operators' reports, payables and additional disbursements be approved.

OLD BUSINESS

Engineering Report –Jeff Cicon with Morrison-Maierle – A written report was included in the Board Packet with more detail.

Water System PER Update – Work to begin in the fall

Wastewater System Improvements – Eagle Bend North and South Lift Stations. Andy provided as-built drawings for the EB North Lift Station, and surveys for both sites are underway. Once complete, Cicon will assist with pump selection.

Sludge Farm Well Water Rights – No public comment was received before the deadline of August 7. The DNRC said they will wait a week before issuing a final permit. If all goes well, the irrigation system for the sludge farm can be installed next year.

Water Rights for New Well(s) – Julie provided updated pumping data and metering records. Cicon plans to use the same data for the Water Rights Application and the Water System PER

NEW BUSINESS

Mark Langlois Resignation – Mark resigned from the Board of Directors effective July 27, 2015. Keenan made a motion to accept Langlois's resignation and appoint Tom Cahill to finish Mark's term of office effective July 27, 2015; Helberg seconded and it was unanimously

RESOLVED that Tom Cahill be appointed to finish the current term of office for Mark Langlois effective July 27, 2015. Mr. Cahill was welcomed to the Board.

Julie Spencer Resignation – Julie offered her resignation letter. Director Helberg requested the resignation be discussed in executive session at the conclusion of the public meeting and Andy and Vickie be excused from the discussion. Keenan seconded, and it was unanimously

RESOLVED that an executive session be held after the public meeting.

Board President Appointment and Committee Assignments – Keenan made a motion for Bob Hand to fill the remainder of Mark Langlois's Presidential term. Helberg seconded and it was unanimously

RESOLVED that Bob Hand serve as President of the Board of Directors until January 2016.

Board Committees were then discussed and reappointed as follows.

Annexation and Construction: Helberg and Cahill

District Investments: Hand and Price
The Employee Insurance, Compensation & Certification Committee: Keenan and Helberg
Rate Structure: Helberg and Price
Rules & Regulations: Hand and Price
Safety: Hand & Price
Farm Land: Helberg

Keenan made a motion to approve the committee assignments as noted; Helberg seconded, and it was unanimously

RESOLVED that the committee assignments above be approved.

Helberg stated that Cahill should receive a Board check for the meeting since he was attending as a Director and committee member. However, no payroll information had been received, so he will receive a double disbursement next meeting.

Julie then asked Bob Hand to sign the NetDMR Subscriber Agreement for the Discharge Monitoring Report as the new Chief Elected Official, as required by the DEQ. Bob Hand agreed and signed.

Ramsfield Well Project Loan Forgiveness Certificate – Julie presented the \$500,000 loan forgiveness paperwork, which essentially changes loaned funds to grant funds. Keenan made a motion to approve the loan forgiveness, Helberg seconded and it was unanimously

RESOLVED to approve the certificate by signature.

KGEZ Radio Tower – KGEZ requested again to place their radio tower at the sludge farm. There was brief discussion, but there was no information about how tall the tower would be, how much land they would require or how much they would pay, etc. The Board still does not feel there is room for this, with farming and a center pivot system.

COMMITTEE REPORTS

Annexation, Main Extensions & Construction – no committee meeting

District Investments – no committee meeting, but Julie explained about the sweep accounts used to maintain FDIC limits.

Employee Insurance Compensation & Certification –

- *New Employee* – The employee committee held interviews and Andy went over the results. Two applicants were interviewed and Scott Tallis was hired. He started August 10. He is from Wyoming and seems eager to work and learn. He has electrical and plumbing experience. Later that same day Keenan spoke to the other applicant, Dane Sullivan, and was very impressed. He currently lives in Florence and his father is Starr Sullivan who runs Missoula's wastewater plant. He encouraged him to relocate to the area and apply again, though he could not promise employment.
- *Employee Medical Insurance* – Assurant insurance offered to extend their coverage until August 2016 instead of October 2015. After meeting with Julie earlier in the week, Helberg recommended staying with the Assurant plan rather than making the switch to another provider at this time.

- *Employee Handbook* – The employee handbook was distributed for review at an earlier meeting and Helberg made a motion to approve it. Keenan seconded and it was unanimously

RESOLVED to approve the revised employee handbook

Rate Structure / Budget

- *2016 Budgets and Rates* – Julie determined the rates do not need to be increased this year. No customer rate increases are planned.
- *Re-Use Rates* – Julie distributed information about the re-use water rate determination, depreciation and a spreadsheet covering the figures so far. As some of this is “best guess” information, The Board tabled approval until they could review the information further. Helberg discussed adding \$150.00 over costs. There was discussion about the rates of flow and temperature issues as well as logistics and electricity issues. Andy spoke to their heating and cooling guys. They have been pumping 130,000 gallons per day and the water has not been cool enough for their process. After discussion, Andy suggested they were pumping so fast the water was not staying underground long enough to cool, so they backed off their pumping rate and slowed down their process to see if this remedied the problem. The MBR outfall temp is 21-22° C and comes back 26-28°. According to their data, when it reaches them it’s approximately 24° C. Andy explained the plumbing for their process and added that if they cannot figure it out, they will need to get back to their engineers to resolve the temperature issue. There was discussion about what they are trying to do to alleviate some of the odors.

Rules & Regulations – Rich Gebhardt came up with Re-Use Rules for the Board to review and wrote Resolution 74 for the Board to approve. Gene said he had a few corrections. The committee will review for approval next month.

Safety – No safety meeting was held.

Farm Land – There is still no word about whether Broston will be staying on.

Communications – DEQ sent a letter in response to the governor’s Drought and Water Advisory Committee regarding the potential for drought and flooding in Montana and its effect on public water supplies.

President Hand called for a motion to adjourn the public meeting and move to executive session. Andy and Vickie were asked to leave. Cahill motioned, Keenan seconded and it was unanimously

RESOLVED that the public meeting be adjourned at 7:50 p.m. and an Executive Session be started.